

General Counsel
Record Retention Plan
 Adopted October 2006

Type of Record	Description	Retention Period	Person Responsible	Format	Location
ADA Grievance Records	Complaints, appeals, and responses received pursuant to the Bar's ADA Title II grievance procedure.	3 years from the date of resolution	General Counsel	Hard copy and electronic	Office and server
Database - Permanent	CSF Claim information Fee Arbitration case information	Permanent	General Counsel	Electronic	Server
Database – Not Permanent	None				
Correspondence	General correspondence not related to or maintained with program, litigation or other files	(a) correspondence relating to the organization's corporate or tax exempt status: Permanent (b) other correspondence: 3 years	General Counsel	(a) Electronic (b) Hard copy	(a) Server (b) Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Contracts and Agreements	Records documenting the negotiation, execution, completion and termination of legal agreements between OSB and other parties (not including personal service agreements, leases or property records)	(a) contracts documenting building construction, alterations or repair: 1 year after sale of building; (b) other contracts: 6 years after completion	General Counsel	Hard copy	Office and off-site
Leases	Records documenting the lease or rental of OSB property to others and the lease or rental of property from others	6 years after expiration	General Counsel	Hard copy	Office
Litigation Files	Records documenting claims brought against OSB including pleadings, correspondence, exhibits, transcripts, working files and related documentation; litigation summary/index	(a) Case files: 10 years after final decision (b) Summary/Index: permanent	General Counsel	(a) Hard copy (b) Electronic	(a) Office and off-site (b) Server
Miscellaneous Legal & Policy Files	Records documenting tort notices and other threatened claims; correspondence, memoranda and other documents relating to non-litigation legal matters; and correspondence, memoranda and other documents relating to policy and miscellaneous matters	10 years after matter is concluded	General Counsel	Hard copy	Office and off-site

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Personal Service Contracts	Records documenting contractual agreements between OSB and individuals or organizations for services rendered, including contracts, addenda, exhibits, and correspondence	6 years after expiration	General Counsel	Hard copy	Office and off-site
Client Security Fund Records	Records documenting claims to the CSF including correspondence, claim files, judgment records, and collection records; CSF Committee records	(a) Case files: permanent (b) Judgment Records: permanent (c) Statistical data: permanent (d) Committee Minutes: permanent	General Counsel	Electronic	Server
Disciplinary Rules Development Records	Records documenting the development, adoption and amendment of disciplinary rules, including correspondence, drafts, BOG and HOD resolutions and Supreme Court orders	(a) Task Force and similar reports, final versions of rules, court orders: permanent (b) Other records: 1 year	General Counsel	(a) Electronic (b) Hard copy	(a) Server (b) Office and off-site
Disciplinary Rules and Procedure Committee Records	Records documenting meetings and activities of the Disciplinary Rules and Procedures Committee, including agendas, minutes and correspondence	(a) Minutes: permanent (b) Other records: 1 year	General Counsel	(a) Electronic (b) Hard copy	(a) Server (b) Office and off-site

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Fee Arbitration Program Records	Records documenting inquiries and participation in the program including correspondence, case files, arbitration panel selection records and rosters, reports and surveys	(a) Case files: 6 years from closure (b) Other documents: 1 year	General Counsel	(a) Hard copy (b) Electronic as of 2012 ¹	(a) Office and off-site (b) Server
Legal Ethics Committee Records	Records documenting the activities of the Legal Ethics Committee, including agendas and minutes, inquiry files and committee response	(a) Minutes: permanent (b) Inquiry files: 1 year after formal opinion issued or otherwise completed (c) Informal opinions: permanent	General Counsel	(a) Electronic (b) Hard copy (c) Electronic	(a) Server (b) Office (c) Server
Legal Ethics Assistance	Records documenting informal assistance on legal ethics issues, including correspondence and telephone logs	(a) Informal Ethics Advice Letters: 5 years ² (b) Telephone Logs: 5 years ³	General Counsel	Hard copy	Office

¹ Changed to electronic January 25, 2012

² Changed from 10 years August 2010

³ Changed from 10 years August 2010

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Disciplinary Board	Records documenting the appointment of DB members including court orders and rosters; and DB Clerk records of formal disciplinary proceedings	(a) court orders: 5 years (b) resumes and other records relating to appointment, 1 year after appointment (c) DB Clerk files: permanent	General Counsel	(a) and (b) Hard copy (c) Electronic	(a) and (b) Office and off-site (c) Server (See regulatory process for more detail)
UPL	Records documenting complaints received and their disposition; committee minutes; and general correspondence not relating to any particular complaint	(a) Final disposition documents for complaints resolved by admonition, cautionary letter ⁴ , cease & desist agreement or litigation: permanent (b) All other file materials: 6 years ⁵ (c) Committee minutes: permanent (d) General correspondence: 3 years	Deputy General Counsel	(a) Electronic (b) Electronic (c) Electronic (d) Hard copy	(a) Server (b) Server (c) Server (d) Office

⁴ Cautionary letter added

⁵ Clarified August 23, 2011.